

## **Communication Log**

Date: 2/9/2023

Outgoing/Incoming Call: Incoming

Call Details: Carol Propps-Wright called Meg Romaniello to ensure that the City of Columbia had provided everything they needed to for reporting purposes. Meg confirmed that they had and that the next report would be due in April.

## **Communication Log**

Date: 1/31/2023

Outgoing/Incoming Call: Outgoing

Call Details: Meg Romaniello called Carol Propps-Wright to discuss the voicemail she left. Carol wanted to ensure that the City of Columbia had provided everything they needed to for reporting purposes. Meg confirmed that she had received a quarterly report from both Randy Davis and Missy Gentry and that both forms had matched. Meg informed Carol of when the next report would be do and stated that the same form would be used for the rest of this fiscal year and a new form would be sent if the funds were unspent by the end of the fiscal year.

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from SC STATE GOVT (803-545-4143 ) on 1/31/23 2:12 PM for 8037342658  
**Date:** Tuesday, January 31, 2023 2:13:44 PM  
**Attachments:** [8035454143-013123-141215-8037342658-908349-1.wav](#)

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Voice Message from SC STATE GOVT (803-545-4143 ) on 1/31/23 2:12 PM  
(21 second msg)

**MESSAGE:**

" Miss romanello. Good afternoon. This is Carol perhaps Ray calling with the City of Columbia. I hope that you are doing well. When you get an opportunity would you give me a call back please. I have questions about items that may be due to the treasurer's office and I just want to make sure that we're in compliance. My number is 803-545-4143. Thank you."

There are 0 new and 0 old messages in your mailbox.

**From:** [Gentry, Missy A](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Davis, Randy](#); [Propps-Wright, Carol](#); [Githara, Kristine A](#); [McNary, Lynette M](#); [Caughman, Missy A](#); [Simons, Henry M](#); [Romaniello, Meg](#)  
**Subject:** [External] Quarterly Report for FY23 Appropriated Earmarks - Proviso 117.21  
**Date:** Friday, January 13, 2023 12:58:40 PM  
**Attachments:** [image002.png](#)  
[Beltline Community Enhancement Project - Quarterly Expenditure Reports - ....pdf](#)  
[Bluff & Atlas Rd Improvements - Quarterly Expenditure Reports - Oct-Dec ....pdf](#)  
[Belvedere Neighborhood Flood Mit. Program Quarterly Expenditure Reports - ...pdf](#)

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Please see attached reports for Quarter 2 for the state allocation for the following projects:

- Beltline Community Center
- Bluff/Atlas Road Improvements
- Belvedere Neighborhood Flood Mit. Program

Please let me know if you have any questions.

Missy Gentry

**Melissa Gentry, PE**  
**Assistant City Manager**  
**PO Box 147**  
**Columbia, SC 29217**  
**(803) 545-3037 office**  
**(803) 315-5125 cell**

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**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Friday, January 6, 2023 10:00 AM  
**To:** Davis, Randy <Randy.Davis@columbiasc.gov>; Gentry, Missy A <Missy.Gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** [EXTERNAL] Quarterly Update Reminder for FY23 Appropriated Earmarks - Proviso 117.21

**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

Good morning,

This is a reminder about your quarterly update that is due soon.

Please update and submit the quarterly expenditure report to

[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov) by the 15<sup>th</sup> of the month following the end of each quarter.

**Q2 (ending 12/31/22) update due date: 1/15/23**

If you have any questions, please do not hesitate to reach out to me.

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)



## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$2,000,000.00	E160 - State Treasurer	Beltline Community Enhancement Project

### Organization Information

Entity Name	City of Columbia
Address	1737 Main Street
City/State/Zip	Columbia, SC 29201
Website	columbiasc.gov
Tax ID#	57-6000229
Entity Type	Municipality

### Organization Contact Information

Name	Randy Davis
Position/Title	Director, Parks and Recreation
Telephone	(803) 545-3085
Email	randy.davis@columbiasc.gov

### Reporting Period

Reporting Period	Quarter 2: October 1, 2022 - December 30, 2022
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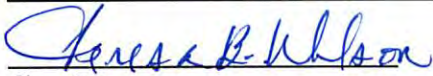
### Accounting of how the funds have been spent:

Description	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Site preparation and grading activiites for a Community Center	\$2,000,000.00		\$0.00			\$0.00	\$2,000,000.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
Grand Total	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00

### Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year):

### Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

  
Signature  
Teresa Wilson  
Printed Name

City Manager  
Title  
1/13/2023  
Date





## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$4,000,000.00	E160 - State Treasurer	Bluff Road and Atlas Road Improvements

### Organization Information

Entity Name	City of Columbia
Address	1737 Main Street
City/State/Zip	Columbia, SC 29201
Website	columbiasc.gov
Tax ID#	57-6000229
Entity Type	Municipality

### Organization Contact Information

Name	Missy Gentry, PE
Position/Title	Assistant City Manager
Telephone	(803) 545-3037
Email	missy.gentry@columbiasc.gov

### Reporting Period

Reporting Period	Quarter 2: October 1, 2022 - December 30, 2022
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### Accounting of how the funds have been spent:

Description	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Acquisition Cost	\$1,300,000.00		\$0.00			\$0.00	\$1,300,000.00
Master Planning for full site and pre-construction costs	\$650,000.00		\$0.00			\$0.00	\$650,000.00
Construction of initial elements of Comm. Retail multi-use Market Place	\$2,050,000.00		\$0.00			\$0.00	\$2,050,000.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
Grand Total	\$4,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00

### Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year):

### Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

Teresa B. Wilson  
Signature  
Teresa Wilson  
Printed Name

City Manager  
Title  
1/13/2023  
Date





## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$3,000,000.00	E160 - State Treasurer	Belvedere Neighborhood Flood Mitigation Program (Beledere HAP Program)

### Organization Information

Entity Name	City of Columbia
Address	1737 Main Street
City/State/Zip	Columbia, SC 29201
Website	columbiasc.gov
Tax ID#	57-6000229
Entity Type	Municipality

### Organization Contact Information

Name	Missy Gentry, PE
Position/Title	Assistant City Manager
Telephone	(803) 545-3037
Email	missy.gentry@columbiasc.gov

### Reporting Period

Reporting Period	Quarter 2: October 1, 2022 - December 30, 2022
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### Accounting of how the funds have been spent:

Description	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Program Management	\$450,000.00		\$0.00			\$0.00	\$450,000.00
Home Assistance/Cost of Improvements	\$2,550,000.00		\$0.00			\$0.00	\$2,550,000.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
Grand Total	\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00

Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year):

### Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

  
Signature  
Teresa Wilson  
Printed Name

City Manager  
Title  
1/13/2023  
Date



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [randy.davis@columbiasc.gov](mailto:randy.davis@columbiasc.gov); [missy.gentry@columbiasc.gov](mailto:missy.gentry@columbiasc.gov); [Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY23 Appropriated Earmarks - Proviso 117.21  
**Date:** Friday, January 6, 2023 10:00:46 AM

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Good morning,

This is a reminder about your quarterly update that is due soon.

Please update and submit the quarterly expenditure report to [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov) by the 15<sup>th</sup> of the month following the end of each quarter.

**Q2 (ending 12/31/22) update due date: 1/15/23**

If you have any questions, please do not hesitate to reach out to me.

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [missy.gentry@columbiasc.gov](mailto:missy.gentry@columbiasc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY23 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information  
**Date:** Friday, December 23, 2022 8:31:01 AM  
**Attachments:** [Appropriated Grants Letter - Belvedere Neighborhood Flood Mitigation - City of Columbia.pdf](#)  
[Quarterly Expenditure Report.xlsx](#)

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Hello,

Please see attached for your payment confirmation letter.

I have also included your quarterly expenditure report spreadsheet that you will use.

Below is the schedule of when quarterly reports are due. Your first quarterly report will be due **January 15, 2023**.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

\* Quarterly Update requirement continues until all funds have been spent.

I understand that since funds are just being received your organization may not have any expenditures to report for the first two quarters. If that is the case, you will put zeros in the expenditure section with the quarters that had no expenses.

If you have any questions or issues with the spreadsheet, please do not hesitate to reach out.

Thank you,  
Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)



**THE HONORABLE CURTIS M. LOFTIS, JR.**  
State Treasurer

December 23, 2022

Missy Gentry  
City of Columbia  
1737 Main Street  
Columbia, South Carolina 29201

Dear Missy Gentry:

Thank you for submitting the required documentation outlined in Budget Proviso 117.21 to receive funds from the Appropriations Act. An ACH payment has been processed for \$3,000,000 representing your organization's appropriated contributions. In accordance with Budget Proviso 117.21, you will now need to submit quarterly updates on funds spent. A schedule has been provided below for your reference. Your first quarterly report will be due January 15, 2023.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

\* Quarterly Update requirement continues until all funds have been spent.

The template for the quarterly reports is attached. If your organization has multiple appropriated contributions, each contribution will need a quarterly report. All completed reports should be submitted via email to [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov).

Should you have any questions, please email me at the address above or call me at (803)734-2658.

Sincerely,

A handwritten signature in blue ink, appearing to read "Meg Romaniello", is written over a light blue horizontal line.

Meg Romaniello  
Accounting/Fiscal Manager II



## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose

### Organization Information

Entity Name	
Address	
City/State/Zip	
Website	
Tax ID#	
Entity Type	

### Organization Contact Information

Name	
Position/Title	
Telephone	
Email	

### Reporting Period

Reporting Period	
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### Accounting of how the funds have been spent:

Description	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year) :

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### Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose

### Organization Information

Entity Name	
Address	
City/State/Zip	
Website	
Tax ID#	
Entity Type	

### Organization Contact Information

Name	
Position/Title	
Telephone	
Email	

### Reporting Period

Reporting Period	
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### Accounting of how the funds have been spent:

Description	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year) :

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### Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Gentry, Missy A](#)  
**Cc:** [McNary, Lynette M](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] State Allocation for Belvedere Project / Inquiry  
**Date:** Thursday, December 22, 2022 9:47:04 AM  
**Attachments:** [image006.png](#)

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Hey Missy,

The ACHs were just sent last night so it might take a few days for them to show in your bank. Belvedere was processed at the same time as the other two, but the CG's Office hasn't approved it yet. Once it is approved I will send you an email letting you know. I am keeping a close eye on them since I have 4 payments that I am waiting on the CG's Office to approve. I hope you have a very Merry Christmas as well.

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

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**From:** Gentry, Missy A <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>  
**Sent:** Thursday, December 22, 2022 9:41 AM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Cc:** McNary, Lynette M <[Lynette.McNary@columbiasc.gov](mailto:Lynette.McNary@columbiasc.gov)>  
**Subject:** [External] State Allocation for Belvedere Project / Inquiry

Meg:

I just received emails from Dept. of Treasury for the allocations for Beltline Project and the Bluff/Atlas Project. I have sent that to Finance to verify we see payment on our end as well. I am reaching out to see if you know the allocation for the Belvedere Project is also being processed or if it is being held for some reason. Please let me know if you need anything else in order to process payment for that project as well.

Thanks – and hope you have a Merry Christmas!  
Missy

**Melissa Gentry, PE**  
**Assistant City Manager**  
**PO Box 147**  
**Columbia, SC 29217**

**(803) 545-3037 office**

**(803) 315-5125 cell**

**From:** [Gentry, Missy A](#)  
**To:** [Romaniello, Meg](#)  
**Cc:** [McNary, Lynette M](#)  
**Subject:** [External] State Allocation for Belvedere Project / Inquiry  
**Date:** Thursday, December 22, 2022 9:41:27 AM  
**Attachments:** [image001.png](#)

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Meg:

I just received emails from Dept. of Treasury for the allocations for Beltline Project and the Bluff/Atlas Project. I have sent that to Finance to verify we see payment on our end as well. I am reaching out to see if you know the allocation for the Belvedere Project is also being processed or if it is being held for some reason. Please let me know if you need anything else in order to process payment for that project as well.

Thanks – and hope you have a Merry Christmas!

Missy

**Melissa Gentry, PE**  
**Assistant City Manager**  
**PO Box 147**  
**Columbia, SC 29217**  
**(803) 545-3037 office**  
**(803) 315-5125 cell**



**From:** [Gentry, Missy A](#)  
**To:** [\\_STO - Appropriated Contributions](#); [Romaniello, Meg](#)  
**Cc:** [Propps-Wright, Carol](#); [Caughman, Missy A](#)  
**Subject:** Re: [External] Amended City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form  
**Date:** Thursday, December 15, 2022 2:58:27 PM  
**Attachments:** [City of Columbia Beltline Project \(005\).pdf](#)

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Meg

Thanks for taking my call earlier. As of now, it's my understanding you have all that you need to move forward with processing payment. Please keep us updated as that proceeds forward.

Thanks

Missy Gentry

Missy Gentry, PE  
Assistant City Manager  
City of Columbia  
[Missy.gentry@columbiasc.gov](mailto:Missy.gentry@columbiasc.gov)  
803-315-5125

Sent from my iPhone

On Dec 13, 2022, at 3:39 PM, Propps-Wright, Carol  
<[Carol.PropsWright@columbiasc.gov](mailto:Carol.PropsWright@columbiasc.gov)> wrote:

Good afternoon, Meg.

Thank you for your patience as we worked through this process. Attached is the amended document, with the required vendor number.

Regards,  
Carol

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**From:** \_STO - Appropriated Contributions  
<[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Friday, December 9, 2022 4:15 PM  
**To:** Propps-Wright, Carol <[Carol.PropsWright@columbiasc.gov](mailto:Carol.PropsWright@columbiasc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] Amended City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form

Thank you Carol!

I noticed that you left the Vendor number section blank. I used the information you

provided under the Organization Information section to find a vendor number that I believe would be the best match.

If you can confirm that the vendor number below is the correct one to use for this request, I will then move it forward for review/approval and processing.

I have also included the link to look up your vendor number below.

7000017294

<https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do>

Please let me know if you have any questions.

-Meg

<!--[if !vml]-->

<!--[endif]-->**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

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**From:** Propps-Wright, Carol <[Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)>

**Sent:** Tuesday, December 6, 2022 11:28 AM

**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>

**Subject:** [External] Amended City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form

Good morning,

Please find the City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form. The City of Columbia has submitted our application to the Secretary of State's Office.

If you require further information, please feel free to contact our office.

Regards,  
Carol

<!--[if !vml]-->

<!--[endif]-->**Carol Propps-Wright**, Grants Administrator

Budget, Program Management & Grants Office

City of Columbia

th

1136 Washington Street, 5 Floor  
Columbia, SC 29201

Phone: 803-545-4143

Cell: 803-319-7235

[www.columbiasc.net](http://www.columbiasc.net)



### State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
\$2,000,000.00	Treasury	Beltline Community Enhancement Project

Organization Information	
Entity Name	Columbia, Parks and Recreation Department
Address	1111 Recreation Drive
City/State/Zip	Columbia, South Carolina
Website	www.columbiasc.gov
Tax ID #	57-6000229
Entity Type	Municipality
Vendor #	7000091006

Organization Contact Information	
Contact Name	Randy Davis
Position/Title	Director, Parks and Recreation
Telephone	803-545-3085
Email	randy.davis@columbiasc.gov

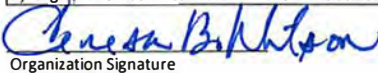
Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Site preparation and grading activities for a Community Center.	\$2,000,000.00	Prepare site by grading for a community center and recreational area
Grand Total	\$2,000,000.00	

#### Please explain how these funds will be used to provide a public benefit:

The funds for this project will revitalize the community in an effort to promote healthier lifestyle through various opportunities for recreational and leisure experiences to include but not limited to educational outreach, physical activity and economic development as well as employment opportunities. The community will be enriched with these opportunities and literacy programs to include mentoring and mental health outreach for youth and adults. The investment in this community will give residence a safe place where they can live, work and play. Having these resources available in the community will ensure the access to many programs and services that currently does not exist with walking distance. The City plans to collaborate with social service agencies to ensure that services are made available at the planned facility to be built.

#### Organization Certifications

- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
- 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
- 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
- 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.

  
Organization Signature

\_\_\_\_\_  
City Manager  
Title

Teresa Wilson  
Printed Name

12/5/2022  
Date

#### Certifications of State Agency Providing Contribution

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2023.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act of 2022.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2023.

\_\_\_\_\_  
Agency Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## **Communication Log**

Date: 12/15/2022

Outgoing/Incoming Call: Incoming

Call Details: Meg Romaniello spoke with Missy Gentry regarding where their three requests were in the process. Missy confirmed that Meg should use the tax ID number and the vendor numbers that she had sent in her email after Meg explained why the recommended numbers were important. Missy also stated that she would send a follow up email. Meg stated that she would let Missy know once the requests had been processed and also stated that she would be getting an email after payment was approved with additional details as to what was needed afterwards.

From: [\\_STO - Appropriated Contributions](#)  
To: [Gentry, Missy A](#)  
Cc: [Propps-Wright, Carol](#); [Caughman, Missy A](#); [McNary, Lynette M](#); [\\_STO - Appropriated Contributions](#); [Kyle Michel](#)  
Subject: RE: [External] City of Columbia reprogrammed Convention Center funds  
Date: Monday, December 12, 2022 10:22:51 AM  
Attachments: [image001.png](#)  
[image003.png](#)  
[image008.png](#)  
[image011.png](#)

Thank you so much Missy!

The last thing I need to clarify is the blank cells that were on each request. For the first two it is the Tax ID and for the third is the vendor number. I have included a table of the information that was provided and the information that I recommend based on the forms that were submitted. All three vendor numbers are set up with the same tax ID number and for direct deposit that goes to the same account.

Please let me know if you agree with my recommended items. I will then move all three forward for review, approval, and processing.

Project	Tax ID Provided	Vendor # Provided	Recommended Tax ID	Recommended Vendor #
*Belvedere Neighborhood Flood Mitigation - City of Columbia	BLANK	7000091006	57-6000229	7000202981
*Bluff Rd and Atlas Rd Area Improvements - City of Columbia	BLANK	7000091006	57-6000229	7000202981
*Beltline Blvd Community Enhancements - City of Columbia	57-6000229	BLANK	57-6000229	7000017294

Display Vendor: Address

MENA CertificateAdditional Fields

Vendor

7000091006

Preview

Name

Title

Name

CITY OF COLUMBIA

Search Terms

Search term 1/2

COLUMBIA

Street Address

House Number/Street

City/State/ZIP Code

COLUMBIA

SC

29202-7997

Country

US

USA

South Carolina

Time zone

EST

Jurisdiction

4107902300

PO Box Address

PO Box

7997

Postal Code

29202-7997

Display Vendor: Address

MENA CertificateAdditional Fields

Vendor

7000202981

Preview

Name

Title

Name

CITY OF COLUMBIA

Search Terms

Search term 1/2

CITY OF COLUMBIA

Street Address

House Number/Street

1737

MAIN ST

District

LEXINGTON

City/State/ZIP Code

COLUMBIA

SC

29201

Country

US

USA

South Carolina

Time zone

EST

Jurisdiction

4106302300

PO Box Address

PO Box

Postal Code

**Display Vendor: Address**

MENA Certificate Additional Fields

Vendor: 7000017294

Preview

Name

Title

Name: CITY OF COLUMBIA PARKS & RECREATION

Search Terms

Search term 1/2: COLUMBIA

Street Address

House Number/Street: 1111 RECREATION DRIVE

City/State/ZIP Code: COLUMBIA SC 29203

Country: US USA South Carolina

Time zone: EST Jurisdiction: 4106302300

PO Box Address

PO Box

Postal Code

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
803-734-2658 | Meg.Romaniello@sto.sc.gov

**From:** Gentry, Missy A <Missy.Gentry@columbiasc.gov>

**Sent:** Friday, December 9, 2022 8:52 AM

**To:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>; Kyle Michel <kmichel@michellawfirm.com>

**Cc:** Propps-Wright, Carol <Carol.PropsWright@columbiasc.gov>; Caughman, Missy A <Missy.Caughman@columbiasc.gov>; McNary, Lynette M <Lynette.McNary@columbiasc.gov>

**Subject:** RE: [External] City of Columbia reprogrammed Convention Center funds

Meg:

We completed the registration process through the Secretary of State and received the attached letter reflecting such. I believe this is the final document needed in order to process payment for allocations from the State that are being handled by the State Treasurers Office. Please confirm that is an accurate understanding and provide an indication of when the funds will be provided to the City, in order to allow us to plan properly for each project.

Thanks

Missy Gentry

**Melissa Gentry, PE**  
**Assistant City Manager**  
**PO Box 147**  
**Columbia, SC 29217**  
**(803) 545-3037 office**  
**(803) 315-5125 cell**

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

**Sent:** Monday, November 14, 2022 4:56 PM

**To:** Kyle Michel <kmichel@michellawfirm.com>

**Cc:** Gentry, Missy A <Missy.Gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.PropsWright@columbiasc.gov>; \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

**Subject:** RE: [External] City of Columbia reprogrammed Convention Center funds

Hi Kyle,

I apologize for the delay in response.

Currently I have received two of the three forms for the City of Columbia. I am missing the one for Beltline Blvd Community Enhancements.

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I also called Missy Gentry to discuss what was still needed and left a voicemail.

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If there is any additional assistance I can provide, please do not hesitate to reach out.

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**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kyle Michel <[kmichel@michellawfirm.com](mailto:kmichel@michellawfirm.com)>

**Sent:** Tuesday, November 8, 2022 11:15 AM

**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>

**Cc:** Missy Gentry <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>; Propps-Wright, Carol <[Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)>

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I appreciate any information you can give us.

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Kyle Michel  
803-546-2458 - cell  
803-851-0622 - office  
[michellawfirm.com](http://michellawfirm.com)

**From:** [Gentry, Missy A](#)  
**To:** [\\_STO - Appropriated Contributions](#); [Kyle Michel](#)  
**Cc:** [Propps-Wright, Carol](#); [Caughman, Missy A](#); [McNary, Lynette M](#)  
**Subject:** RE: [External] City of Columbia reprogrammed Convention Center funds  
**Date:** Friday, December 9, 2022 8:52:50 AM  
**Attachments:** [image002.png](#)  
[CPTASC\\_66466.pdf](#)

---

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**(803) 545-3037 office**  
**(803) 315-5125 cell**

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**Sent:** Monday, November 14, 2022 4:56 PM  
**To:** Kyle Michel <kmichel@michellawfirm.com>  
**Cc:** Gentry, Missy A <Missy.Gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>; \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
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-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kyle Michel <[kmichel@michellawfirm.com](mailto:kmichel@michellawfirm.com)>  
**Sent:** Tuesday, November 8, 2022 11:15 AM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Cc:** Missy Gentry <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>; Propps-Wright, Carol <[Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)>  
**Subject:** [External] City of Columbia reprogrammed Convention Center funds

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Thanks!

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Kyle Michel  
803-546-2458 - cell  
803-851-0622 - office  
[michellawfirm.com](http://michellawfirm.com)



State of South Carolina  
Office of the Secretary of State  
The Honorable Mark Hammond

Dec 8, 2022

City of Columbia  
Kristine Githara  
1136 WASHINGTON ST  
COLUMBIA, SC 29201-3215

RE: Exemption Confirmation

Charity Public ID: C89959735

Dear Kristine Githara :

This letter confirms that the Secretary of State's Office has received and accepted your Application for Exemption. **If you submitted your Application for Exemption using the Charities Online Filing System, this letter of confirmation has been issued pending further review by Division of Public Charities staff.**

The exemption for your charitable organization will expire on Nov 15, 2023. If any of the information on your Application for Exemption form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization. Additionally, if at any time your charitable organization no longer qualifies for an exemption, the organization must immediately register with the Secretary of State's Office. Please note that failure to comply with the registration provisions of the Solicitation of Charitable Funds Act may result in fines of up to \$2,000.00 for each separate violation.

If you have any questions or concerns, please visit our website at [www.sos.sc.gov](http://www.sos.sc.gov) or contact our office using the contact information below.

Sincerely,

Kimberly S. Wickersham  
Director, Division of Public Charities






**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Missy Gentry; Propps-Wright, Carol](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Request for Contribution Distribution City of Columbia Submission  
**Date:** Tuesday, November 22, 2022 10:36:19 AM  
**Attachments:** [image002.png](#)  
[image004.png](#)

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Hi Missy and Carol,

When I was verifying the vendor number you listed on your request forms, I noticed that the address was different than what you listed on your form. The tax ID listed with vendor number 7000091006 is 57-6000229. I looked to see if there was a different vendor number that used that tax ID and the address you listed and found vendor number 7000202981. I checked and both vendor numbers are set up to receive ACHs and use the same bank account number. At this time, I plan to use vendor number 7000202981 when we process payment. Please let me know if there would be any issue with using that vendor number. I have also included screen shots below for reference.


 **Display Vendor: Address**

  MENA Certificate Additional Fields

**Vendor**

  Preview 

**Name**  

Title	<input type="text"/>	
Name	<input type="text" value="CITY OF COLUMBIA"/>	
	<input type="text"/>	

**Search Terms**  

Search term 1/2	<input type="text" value="COLUMBIA"/>	<input type="text"/>
-----------------	---------------------------------------	----------------------

**Street Address**  

House Number/Street	<input type="text"/>	<input type="text"/>
City/State/ZIP Code	<input type="text" value="COLUMBIA"/>	<input type="text" value="SC 29202-7997"/>
Country	<input type="text" value="US"/> USA	South Carolina
Time zone	<input type="text" value="EST"/>	Jurisdiction <input type="text" value="4107902300"/>

**PO Box Address**  

PO Box	<input type="text" value="7997"/>
Postal Code	<input type="text" value="29202-7997"/>

**Display Vendor: Address**

MENA Certificate    Additional Fields

Vendor

Preview

**Name**

Title

Name

**Search Terms**

Search term 1/2

**Street Address**

House Number/Street

District

City/State/ZIP Code

Country   South Carolina

Time zone  Jurisdiction

**PO Box Address**

PO Box

Postal Code

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
 1200 Senate Street, Suite 214  
 Wade Hampton Bldg., Columbia, SC 29201  
 803-734-2658 | Meg.Romaniello@sto.sc.gov

---

**From:** Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>  
**Sent:** Friday, October 28, 2022 4:18 PM  
**To:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** [External] Request for Contribution Distribution City of Columbia Submission

Please find the City of Columbia's applications attached.

**Carol Propps-Wright**, Grants Administrator  
Budget, Program Management & Grants Office  
City of Columbia  
1136 Washington Street, 5<sup>th</sup> Floor  
Columbia, SC 29201

Phone: 803-545-4143

Cell: 803-319-7235

[www.columbiasc.net](http://www.columbiasc.net)

**From:** [Kyle Michel](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Missy Gentry](#); [Propps-Wright, Carol](#)  
**Subject:** Re: [External] City of Columbia reprogrammed Convention Center funds  
**Date:** Tuesday, November 15, 2022 12:37:50 PM

---

Thank you!!

On Tue, Nov 15, 2022 at 12:26 PM \_STO - Appropriated Contributions  
<[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)> wrote:

Thank you Kyle.

I provided information to Missy Caughman on staff at the Secretary of State's ("SOS") Office that would be able to assist with the registration questions. I have included the same information below for your reference. They would be the best ones to answer registration questions. The link you listed though is the link that was provided to me.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or [kwickersham@sos.sc.gov](mailto:kwickersham@sos.sc.gov)

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or [swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

If there is anything else I can assist with please don't hesitate to ask.

-Meg



**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office

[1200 Senate Street, Suite 214](#)

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kyle Michel <[kmichel@michellawfirm.com](mailto:kmichel@michellawfirm.com)>  
**Sent:** Tuesday, November 15, 2022 11:44 AM

**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Missy Gentry <[missy.gentry@columbiasc.gov](mailto:missy.gentry@columbiasc.gov)>; Propps-Wright, Carol  
<[Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)>  
**Subject:** Re: [External] City of Columbia reprogrammed Convention Center funds

Meg:

Thank you so much for this update. We will get you the information for Beltline Boulevard Community Enhancements ASAP.

The Secretary of State registration has been a little confusing, not just for us, but for all local governments receiving budget earmarks. When you click through the link to register with the Secretary of State, the only options you have are filing as a charity, a raffle or a professional fundraiser. Obviously, the City of Columbia is not any of these. If you have any good intel on how the City is supposed to register with the Secretary of State other than through the link below, can you let us know?

<https://sos.sc.gov/before-you-file-online>

Thanks again!

—

Kyle Michel  
803-546-2458 - cell  
803-851-0622 - office

[michellawfirm.com](http://michellawfirm.com)

On Mon, Nov 14, 2022 at 4:56 PM \_STO - Appropriated Contributions  
<[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)> wrote:

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South Carolina Treasurer's Office

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[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

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**From:** Kyle Michel <[kmichel@michellawfirm.com](mailto:kmichel@michellawfirm.com)>

**Sent:** Tuesday, November 8, 2022 11:15 AM

**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>

**Cc:** Missy Gentry <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>; Propps-Wright, Carol <[Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)>

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--

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803-546-2458 -cell  
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**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Kyle Michel](#)  
**Cc:** [Missy Gentry](#); [Propps-Wright, Carol](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] City of Columbia reprogrammed Convention Center funds  
**Date:** Tuesday, November 15, 2022 12:26:55 PM

---

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803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

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**Sent:** Tuesday, November 15, 2022 11:44 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Missy Gentry <[missy.gentry@columbiasc.gov](mailto:missy.gentry@columbiasc.gov)>; Propps-Wright, Carol <[Carol.PropsWright@columbiasc.gov](mailto:Carol.PropsWright@columbiasc.gov)>  
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Currently I have received two of the three forms for the City of Columbia. I am missing the one for Beltline Blvd Community Enhancements.

The City of Columbia is also not registered with the Secretary of State's ("SOS") Office at this time, but I just sent an email to Missy Caughman a few minutes ago in regards to it. I also provided her with contact information for SOS staff in case assistance was needed with registering.

I also called Missy Gentry to discuss what was still needed and left a voicemail.

I am working through the group of submissions I have received to date and plan to provide management with what has been submitted for review and approval this week. If they are approved and all necessary registrations are completed, I hope to have payments processed next week. I looked up the vendor number that was provided to be for City of Columbia (7000091006), and it shows that the payment will be sent electronically.

If there is any additional assistance I can provide, please do not hesitate to reach out.

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kyle Michel <[kmichel@michellawfirm.com](mailto:kmichel@michellawfirm.com)>

**Sent:** Tuesday, November 8, 2022 11:15 AM

**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>

**Cc:** Missy Gentry <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>; Propps-Wright, Carol  
<[Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)>

**Subject:** [External] City of Columbia reprogrammed Convention Center funds

Meg:

The City of Columbia is my client at the State House. On October 28, we sent you the paperwork for the City's three projects to be funded with the reprogrammed Convention Center funds that are coming through your office.

I'm just checking on when you think the City might see the funds for these projects and also confirming that the funds will come by wire transfer.

I appreciate any information you can give us.

Thanks!

—  
Kyle Michel  
803-546-2458 - cell  
803-851-0622 - office  
[michellawfirm.com](http://michellawfirm.com)

**From:** [Kyle Michel](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Missy Gentry](#); [Propps-Wright, Carol](#)  
**Subject:** Re: [External] City of Columbia reprogrammed Convention Center funds  
**Date:** Tuesday, November 15, 2022 11:44:30 AM

---

Meg:

Thank you so much for this update. We will get you the information for Beltline Boulevard Community Enhancements ASAP.

The Secretary of State registration has been a little confusing, not just for us, but for all local governments receiving budget earmarks. When you click through the link to register with the Secretary of State, the only options you have are filing as a charity, a raffle or a professional fundraiser. Obviously, the City of Columbia is not any of these. If you have any good intel on how the City is supposed to register with the Secretary of State other than through the link below, can you let us know?

<https://sos.sc.gov/before-you-file-online>

Thanks again!

---

Kyle Michel  
803-546-2458 - cell  
803-851-0622 - office  
[michellawfirm.com](http://michellawfirm.com)

On Mon, Nov 14, 2022 at 4:56 PM \_STO - Appropriated Contributions  
<[\\_STO.Appropriated.Contributions@sto.sc.gov](mailto:_STO.Appropriated.Contributions@sto.sc.gov)> wrote:

Hi Kyle,

I apologize for the delay in response.

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next week. I looked up the vendor number that was provided to be for City of Columbia (7000091006), and it shows that the payment will be sent electronically.

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-Meg



**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kyle Michel <[kmichel@michellawfirm.com](mailto:kmichel@michellawfirm.com)>

**Sent:** Tuesday, November 8, 2022 11:15 AM

**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>

**Cc:** Missy Gentry <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>; Propps-Wright, Carol <[Carol.PropsWright@columbiasc.gov](mailto:Carol.PropsWright@columbiasc.gov)>

**Subject:** [External] City of Columbia reprogrammed Convention Center funds

Meg:

The City of Columbia is my client at the State House. On October 28, we sent you the paperwork for the City's three projects to be funded with the reprogrammed Convention Center funds that are coming through your office.

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I appreciate any information you can give us.

Thanks!

—

Kyle Michel  
803-546-2458 - cell  
803-851-0622 - office

[michellawfirm.com](http://michellawfirm.com)

**From:** [Caughman, Missy A](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Monday, November 14, 2022 9:32:53 PM  
**Attachments:** [image004.png](#)

---

Hi Meg

Thank you for the follow up. We will start the process with the SOS.

Missy

**Missy Caughman**, Budget, Program Management & Grants Director

City of Columbia  
1136 Washington Street, Ste 504  
Columbia, SC 29201

Phone: 803-545-3201  
Cell: 803-528-7991

[www.columbiasc.net](http://www.columbiasc.net)

---

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Monday, November 14, 2022 4:37 PM  
**To:** Caughman, Missy A <Missy.Caughman@columbiasc.gov>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

You don't often get email from [sto.appropriated.contributions@sto.sc.gov](mailto:sto.appropriated.contributions@sto.sc.gov). [Learn why this is important](#)

Hi Missy,

I do not believe there is another option, but I can double check. Below is what I received from the Comptroller General's Office earlier this fiscal year in regards to cities, towns, and counties registering with the Secretary of State.

"Over the past couple of weeks, we have received several inquiries concerning the need for political subdivision ("PSD") receivers to have registered with the South Carolina Secretary of State's ("SOS") Office prior to disbursement of funds.

Remember, Proviso 118.19(D) states *"For purposes of item (B)(78) and **all items** thereafter, funds shall not be disbursed until verification that receiver's organization is registered as a business, nonprofit, or charitable organization with the South Carolina Secretary of State's office."*

After discussion with the SOS's Office, PSD's do register with the SC SOC's Office and may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*)."



I have included the contact information for two individuals from the SOS Office that would be able to assist with any questions regarding registering with the SOS.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or [kwickersham@sos.sc.gov](mailto:kwickersham@sos.sc.gov)

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or [swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

I will let you know if I hear anything different about registering with the SOS.

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Caughman, Missy A <>

**Sent:** Friday, November 11, 2022 2:37 PM

**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>

**Subject:** RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

Hi Meg

I hope all is well. The city is not registered with the Secretary of State as a charity. Is there another option we can consider?

Thank you

**Missy Caughman**, Budget, Program Management & Grants Director

City of Columbia

1136 Washington Street, Ste 504

Columbia, SC 29201

Phone: 803-545-3201

Cell: 803-528-7991

[www.columbiasc.net](http://www.columbiasc.net)

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>

**Sent:** Thursday, November 10, 2022 12:17 PM

**To:** Gentry, Missy A <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>

**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>

**Subject:** [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

You don't often get email from [sto.appropriated.contributions@sto.sc.gov](mailto:sto.appropriated.contributions@sto.sc.gov). [Learn why this is important](#)

In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

**Receiving organization has not registered or obtained an exemption from the SC SOS's office:**

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

<https://search.scsos.com/charities>

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." Please provide a copy of the webpage showing your status to the SC Treasurer's Office so we can include it with the disbursement request.

Thank you,  
Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Kyle Michel](#)  
**Cc:** [Missy Gentry](#); [Propps-Wright, Carol](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] City of Columbia reprogrammed Convention Center funds  
**Date:** Monday, November 14, 2022 4:56:23 PM

---

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I am working through the group of submissions I have received to date and plan to provide management with what has been submitted for review and approval this week. If they are approved and all necessary registrations are completed, I hope to have payments processed next week. I looked up the vendor number that was provided to be for City of Columbia (7000091006), and it shows that the payment will be sent electronically.

If there is any additional assistance I can provide, please do not hesitate to reach out.

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[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kyle Michel <[kmichel@michellawfirm.com](mailto:kmichel@michellawfirm.com)>  
**Sent:** Tuesday, November 8, 2022 11:15 AM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Cc:** Missy Gentry <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>; Propps-Wright, Carol <[Carol.ProppsWright@columbiasc.gov](mailto:Carol.ProppsWright@columbiasc.gov)>  
**Subject:** [External] City of Columbia reprogrammed Convention Center funds

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Thanks!

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803-546-2458 - cell

803-851-0622 - office

[michellawfirm.com](http://michellawfirm.com)

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Missy.Caughman@columbiasc.gov](mailto:Missy.Caughman@columbiasc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Monday, November 14, 2022 4:36:43 PM  
**Attachments:** [image005.png](#)  
[image003.png](#)

---

Hi Missy,

I do not believe there is another option, but I can double check. Below is what I received from the Comptroller General's Office earlier this fiscal year in regards to cities, towns, and counties registering with the Secretary of State.

"Over the past couple of weeks, we have received several inquiries concerning the need for political subdivision ("PSD") receivers to have registered with the South Carolina Secretary of State's ("SOS") Office prior to disbursement of funds.

Remember, Proviso 118.19(D) states *"For purposes of item (B)(78) and **all items** thereafter, funds shall not be disbursed until verification that receiver's organization is registered as a business, nonprofit, or charitable organization with the South Carolina Secretary of State's office."*

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Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or [swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

I will let you know if I hear anything different about registering with the SOS.

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[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Caughman, Missy A <>  
**Sent:** Friday, November 11, 2022 2:37 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

Hi Meg

I hope all is well. The city is not registered with the Secretary of State as a charity. Is there another option we can consider?

Thank you

**Missy Caughman**, Budget, Program Management & Grants Director

City of Columbia

1136 Washington Street, Ste 504

Columbia, SC 29201

Phone: 803-545-3201

Cell: 803-528-7991

[www.columbiasc.net](http://www.columbiasc.net)

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, November 10, 2022 12:17 PM  
**To:** Gentry, Missy A <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

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[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.



-  
**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

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Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

**From:** [Caughman, Missy A](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Friday, November 11, 2022 2:37:34 PM  
**Attachments:** [image002.png](#)

---

Hi Meg

I hope all is well. The city is not registered with the Secretary of State as a charity. Is there another option we can consider?

Thank you

**Missy Caughman**, Budget, Program Management & Grants Director

City of Columbia

1136 Washington Street, Ste 504

Columbia, SC 29201

Phone: 803-545-3201

Cell: 803-528-7991

[www.columbiasc.net](http://www.columbiasc.net)

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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, November 10, 2022 12:17 PM  
**To:** Gentry, Missy A <[Missy.Gentry@columbiasc.gov](mailto:Missy.Gentry@columbiasc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

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The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-  
**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

<https://search.scsos.com/charities>

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Thank you,  
Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

**From:** [Kyle Michel](#)  
**To:** [Romaniello, Meg](#)  
**Cc:** [Missy Gentry](#); [Propps-Wright, Carol](#)  
**Subject:** [External] City of Columbia reprogrammed Convention Center funds  
**Date:** Tuesday, November 8, 2022 11:14:13 AM

---

Meg:

The City of Columbia is my client at the State House. On October 28, we sent you the paperwork for the City's three projects to be funded with the reprogrammed Convention Center funds that are coming through your office.

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I appreciate any information you can give us.

Thanks!

---

Kyle Michel  
803-546-2458 - cell  
803-851-0622 - office  
[michellawfirm.com](http://michellawfirm.com)

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from SC STATE GOVT (803-545-3037 ) on 11/8/22 9:04 AM for 8037342658  
**Date:** Tuesday, November 8, 2022 9:06:01 AM  
**Attachments:** [8035453037-110822-090442-8037342658-880748-1.wav](#)

---



Voice Message from SC STATE GOVT (803-545-3037 ) on 11/8/22 9:04 AM  
(35 second msg)

**MESSAGE:**

" Hi, Meg. This is Mr. Gentry with the City of Columbia. I was calling to follow up on the forms that the city had submitted to Treasury for the allocations that the state has made last fiscal year for the current year one being the belt with their project and the other being blocked and Atlas Road. I just wanted to check and see if y'all had any questions or if we needed to provide any additional information or not you can give me a call back 803-315-5125. Thank you Meg bye."

There are 0 new and 0 old messages in your mailbox.

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Missy Gentry](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Thursday, November 10, 2022 12:16:50 PM

---

Hello,

In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

**Receiving organization has not registered or obtained an exemption from the SC SOS's office:**

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

<https://search.scsos.com/charities>

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." Please provide a copy of the webpage showing your status to the SC Treasurer's Office so we can include it with the disbursement request.

Thank you,  
Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

## **Communication Log**

Date: 10/20/2022

Outgoing/Incoming Call: Outgoing

Call Details: Meg Romaniello called Missy Gentry with the City of Columbia regarding a voicemail she received from her. Meg left a voicemail stating the date and time that the email was sent to Ms. Gentry as well as confirming that the email Ms. Gentry supplied in her voicemail matched the address where the email was sent. She also stated that the three projects were listed on the one cover letter, but three separate disbursement request forms would need to be submitted. Meg included in her email that Ms. Gentry is welcome to contact her if there were any questions or if she was unable to locate the email.

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from WIRELESS CALLER ( [REDACTED] ) on 10/20/22 3:03 PM for 8037342658  
**Date:** Thursday, October 20, 2022 3:05:10 PM  
**Attachments:** [REDACTED] [-102022-150333-8037342658-874271-1.wav](#)

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Voice Message from WIRELESS CALLER ( [REDACTED] ) on 10/20/22 3:03 PM (54 second msg)

**MESSAGE:**

" Hi, Meg. This is Mrs. Gentry with the City of Columbia. I am calling in reference to state funding that I believe is being handled by Treasury for three projects that are in the city limits. One is the Atlas Road project that I believe the funding amount is \$4 million. The Belvedere storm water project off, but impacted homes. I think that's 3 million and then the belt land project is 2 million and I was told that I would receive forms from the treasurer's office, but we would need to complete that I have yet to receive anything. So just wanted to make sure you had my correct contact information my phone number is [REDACTED] and my email address is Missy M S S Y dot Gentry G E N T R Y at Columbia S a dot gov. Thank you."

There are 0 new and 0 old messages in your mailbox.



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [missy.gentry@columbiasc.gov](mailto:missy.gentry@columbiasc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY23 Appropriated Contributions Enrollment Packet  
**Date:** Thursday, October 20, 2022 10:55:18 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - City of Columbia.pdf](#)  
[Earmarked Appropriations Disbursement Request form updated.xlsx](#)

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Hello,

The State of South Carolina Fiscal Year 2022-2023 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. Your organization was selected as one of those outside organizations. I have attached 2 files as part of your enrollment packet. Please read the Appropriated Funds Cover Letter first. There you will find important information regarding FY 2022-2023 reporting requirements and guidance on how to complete the Earmarked Appropriations Disbursement Request form.

In order for funds to be disbursed to your organization, you will not only need to submit the Earmarked Appropriations Disbursement Request form but also be registered as a vendor with the State of South Carolina. If you do not have a vendor number, please use the link below to access new vendor registration. If you need to update your vendor information you may also do that from the link below.

<https://procurement.sc.gov/doing-biz/registration>

Once you receive your vendor number or if you already have a vendor number, please include it on the Earmarked Appropriations Disbursement Request form in the "Vendor #" section.

All completed forms should be submitted to the STO - Appropriated Contributions email address listed below.

STO.Appropriated.Contributions@sto.sc.gov

In accordance with Executive Order 2022-19, STO is required to promptly make available for public review and inspection on our website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21. Below is the link to where the information will be available on our website.

<https://treasurer.sc.gov/about-us/transparency/earmark-transparency/>

If you have any questions, please do not hesitate to contact us.

Thank you,  
Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**

South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201  
[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

10/20/2022

Missy Gentry  
City of Columbia  
1737 Main Street  
Columbia, SC 29201

RE: State Appropriated Contributions, FY 22-23 Reporting Requirements

Dear Missy Gentry:

The State of South Carolina Fiscal Year 2022-2023 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. The amount below indicates the funds which have been allotted in our agency's budget for your organization.

<u>Organization receiving appropriated funds:</u>	<u>Amount</u>
Belvedere Neighborhood Flood Mitigation	\$3,000,000.00
Bluff Rd and Atlas Rd Area Improvements	\$4,000,000.00
Beltline Blvd Community Enhancements	\$2,000,000.00

Budget Proviso 117.21 outlines reporting requirements for recipients of appropriated contributions. In addition, please note that Section 11-9-110 of the South Carolina Code requires that you agree to be audited by the State Auditor. (A copy of these applicable laws is attached for your convenience.)

Please see enclosed Excel workbook for data we must collect to be able to disburse these funds. This initial report, along with other information as detailed within the Instructions, must be submitted in electronic format to STO prior to funds being dispersed. After the funds have been dispersed, you must also file quarterly reports in addition to a year-end report with STO by **June 30, 2023** via a format to be provided prior to that date. Your submissions will be forwarded to the Chairman of the Senate Finance Committee, the Chairman of the House Ways and Means Committee, and the Executive Budget Office by the STO. Per Governor McMaster's Executive Order, any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 will be made available for public review and inspection on the STO website.

Please note that to be paid by the State of South Carolina, you must be a registered vendor of the State. If you are not already a registered vendor, please see <https://procurement.sc.gov/doing-biz/registration> to complete this required task. Once known, please ensure you include your State of SC vendor number on the enclosed Earmarked Appropriations Disbursement Request form when you return it to the STO.

Should you have any questions or concerns, please do not hesitate to email the Division of Treasury Management at [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov). We look forward to working with you.

Sincerely,



**Meg Romaniello | Accounting/Fiscal Manager II**  
South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Office Building  
Columbia, SC 29201

## SOUTH CAROLINA OFFICE OF THE STATE TREASURER APPROPRIATED CONTRIBUTIONS REPORTING REQUIREMENTS

### INSTRUCTIONS

The South Carolina General Assembly tasked the South Carolina Office of State Treasurer (STO) with distributing appropriated contributions to your organization. State Budget Proviso 117.21 mandates that each organization receiving a contribution render to the state agency making the contribution specific information.

The information collection process will take place in multiple parts, Earmarked Appropriations Disbursement Request form and Quarterly Expenditure Reports. All responses submitted by your organization should be provided to the STO via [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov). If your organization was appropriated contributions for more than one purpose, please complete **separate** forms and reports for **each project**.

The Earmarked Appropriations Disbursement Request form is due to STO prior to funds being dispersed.

The Quarterly Expenditure Reports are due to STO every quarter after receiving the funds. Should the initiative continue beyond June 30, 2022, the organization must continue to provide a quarterly report until completion.

All responses should reflect the actual expenditures made by the organization as compared to the appropriated funds provided by STO.

#### **Applicable Law on Reporting Responsibilities**

*(For additional information, see the document entitled, Law Related to Appropriated Contributions)*

Proviso 117.21 requires the following:

- The funds appropriated in this act for contributions ***shall not be disbursed*** until a plan of how the state funds will be spent and how the expenditures will provide a public benefit are filed with the appropriate state agency.
- No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.
- After receiving the funds, organizations shall provide quarterly spending updates to the respective state agency.
- After all state funds have been expended, each organization shall provide an accounting of how the funds were spent.
- State agencies receiving such data from organizations shall forward the information to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee.

## **Law Related to Appropriated Contributions**

### **Proviso 117.21. GP: Organizations Receiving State Appropriations Report**

Each state agency receiving funds that are a direct appropriation to a non-profit organization, prior to disbursing the funds, shall require from each recipient organization:

1. a plan of how the state funds will be spent and
2. how the expenditures will provide a public benefit.

The Executive Budget Office, Department of Administration shall provide each state agency with a standard form for collecting the information required.

**After receiving the funds**, non-profit organizations shall provide quarterly spending updates to the respective state agency.

**After all state funds have been expended**, each organization shall provide an accounting of how the funds were spent.

State agencies receiving funds pursuant to this provision shall report the information collected to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee by **June 30th**.

No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.

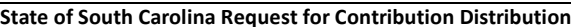
### **Executive Order No. 2022-19 Section 1. C.**

I hereby order and direct, pursuant to article IV, section 17 of the South Carolina Constitution and sections 1-1-840 and 1-3-10 of the South Carolina Code of Laws, that any Executive Branch agency or department, as further defined herein, that receives earmarked appropriations, as further defined herein, in the annual Appropriations Act shall promptly make available for public review and inspection on the agency or department's website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21.

### **SECTION 11-9-110. Organization to which contribution is appropriated to submit statement to Executive Budget Office and the Revenue and Fiscal Affairs Office as to nature and function of organization and use of contribution.**

Each organization to which a contribution is made in the contributions section of the general appropriation bill shall submit to the Executive Budget Office and the Revenue and Fiscal Affairs Office by the end of the applicable fiscal year a detailed statement explaining the nature and function of the organization as well as a detailed statement explaining the use that was made of the contribution. The statements must be available at the office of the Executive Budget Office and the Revenue and Fiscal Affairs Office for public inspection and given to a member of the General Assembly upon request.

A contribution must not be made to an organization until it agrees in writing to allow the State Auditor to audit or cause to be audited the contributed funds.



Contribution Information		
Amount	State Agency Providing the Contribution	Purpose

Organization Contact Information	
Contact Name	
Position/Title	
Telephone	
Email	

Please explain how these funds will be used to provide a public benefit:

- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
- 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
- 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
- 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.

Title

Date \_\_\_\_\_

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2023.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act of 2022.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2023.

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## Governing Board and Executive Officer - Nonprofit Organizations Only

For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.

[illegible]

Your Organization's Executive Officer	
Name	Title